

COMMISSION MEETING MINUTES
September 9, 2014

The Board of Davis County Commissioners met in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah on September 9, 2014. Members present were. Commissioner Louenda H. Downs - Chair, Commissioner P. Bret Millburn, Commissioner John Petroff, Jr., Clerk/Auditor Steve Rawlings, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Shauna Brady.

Steve Rawlings, Davis County Clerk Auditor, led The Pledge of Allegiance. All in attendance were invited to stand and join in.

Special
Commission
meeting 9/9/14
@ South
Weber City
Council mtg

Davis County Commissioners will hold a special meeting on September 9, 2014 at 5:30 p.m. in conjunction with the South Weber City Council Meeting located at 1500 E South Weber Drive, South Weber, Utah 84405. The commissioners will be available for the purpose of receiving information from citizens and providing a question and answer forum for discussion of Davis County matters.

Emma Dugal
report on
Bountiful
Davis Art
Center and
2014
Summerfest

Emma Dugal, Bountiful Davis Art Center (BDAC) executive director, expressed appreciation for the County's financial contribution and attendance at BDAC events, and reported on Summerfest held last month in Bountiful. The festival featured 4 international groups, 50 artists and food booths, and children's activities. She enjoys putting on this festival and it has become a beloved event in the County. She has received a lot of positive feedback. She is pleased this event is free to the public due to support from Davis County, Bountiful City, corporate sponsors and general donations from people. This year, Davis County's Community and Economic Development office partnered with the Utah Office of Tourism and KSL to provide radio advertising. One ad featured Governor Herbert encouraging people to attend Summerfest. It was also featured on "The Nightside Project" radio program. Emma recognized Marlin Eldred, Davis County Community and Economic Development, for taking the lead to broker KSL's involvement and attributes the increase to over 3,000 people in attendance this year to response to the KSL campaign. She also appreciates Commissioner Downs' involvement in the opening ceremonies and the Davis County Animal Care and Control team for their participation. As a side note, Emma is going to miss being next door in the court house and getting to know County employees. However, she is excited to move to their new location in Bountiful. She reported the architectural planning is almost complete and renovation will start in early October. She anticipates moving in December or early January. The BDAC's next exhibit opens on September 19th in conjunction with Davis County's 3rd Annual Exhibit. It will feature works by Utah landscape artist LaConte Stewart and an auxiliary exhibit called "Bones of America" featuring barn paintings by local artist Simon Winegar.

Commissioner Downs said Emma began with a fine arts festival 40 years ago and 26 years ago turned it into Summerfest. It has been a financial, as well as cultural return for the County. She thanked Emma for all she has done to promote the fine and cultural arts in Davis County.

Steve Rawlings
and Brian
McKenzie
report on
elections
process and
voter
registration
procedures

Steve Rawlings, Davis County Clerk/Auditor said one of most important responsibilities of the Clerk/Auditor's office is the statutory duty to administer and oversee the election process. He thanked the commissioners for the opportunity to address the election process and voter registration procedures, and at the same time give the media and public an opportunity to become more informed. Steve turned the time over to Brian McKenzie, Deputy Clerk Auditor, whose primary responsibility is elections. Brian said contrary to popular opinion, elections work requires more than a couple days a year. His elections team is dedicated and excited to be involved and to serve. They keep track of over 137,000 active registered voters in Davis County.

One of their recent projects was to put the voter registration database through the U S Postal Service's national change-of-address database. It kicked back almost 6,000 voter records of people who have moved and not notified the County. They spent 2 months going through the records, identifying who they are and where they have moved, sending confirmation cards to track them down, all to keep our records accurate and ready for the elections. Ideally, voters should be pro-active and update their records themselves, including their political parties. An individual's ability to participate in a primary race is based upon their political party affiliation. The primary race is a function of the political party to nominate their candidates. That is what is in statute and the law requires. Our job is to follow and insure laws are followed. Voters must comply with the following registration dates: register by mail is due October 6; register in person at the Clerk/Auditor office by October 27; and online registration is due by October 28. Generally, there are no exceptions. However, this year Davis County is participating in a pilot project that allows for election day registration. Because ballots are mailed out 1 month prior to the election, Brian encouraged everyone to register as early as possible so you are not waiting for your ballot. Military and overseas voters will be receiving their ballots next week. We are required by state and federal statute to send ballots out 45 days before the election. Ballots will be hitting the mail on Oct 6. Brian said many counties have concerns because of the administrative work that goes into election-day registration. It requires reporting the results to legislative committees. We decided to test it out and on the primary election day, 13 voters benefitted from this. Brian reported over 26,000 (25-27%) of registered voters returned ballots for the recent primary elections. Over 25,000 voted by mail and only 1,000 voted at polling locations on voting day. The Clerk/Auditors office was very pleased with the response. This is the first time we will have fewer poll workers for the general election than for the primary election.

Commissioner Downs asked Brian to share the top 3 things he would share with a new elections employee. He said the first thing is to remember that what we are doing is more than a job. He shared his feelings a few weeks ago when he and his wife were driving on the freeway. He looked out and could see the lights of most of Layton City. It hit him right then the responsibility he has to the citizens of Davis County to make sure their rights to control their government are protected and maintained. He realized the trust citizens have for the entire elections team. Second, he would tell them to make sure they follow the rules. Third, make sure you ask questions. Brian said the best way to make sure the elections system is a great system is to have public involvement and issued an invitation to come down and watch the process.

With that, Commissioner Millburn issued a plea to boost the percentage of participation by voters. He said that it is frustrating and disappointing that even with the ballot being dropped literally in your lap, mailed to your mailbox, there is still only a 25% participation rate. We are extremely blessed in this country to have this right and we need to learn how to exercise it.

Brian said one question that always comes up is "Where do I go to find information about the candidates?" There will be an insert in each ballot that directs people to the County website for candidate contact information and issues.

Steve asked if there were any questions from those in attendance:

Mr. David Irvine, a Davis County resident, stood and said he would like to say how impressed he has been with the decision to implement the vote-by-mail program in the primary election. He also said, in reference to comments made by the commissioners and others regarding poor voter turnout, that it has plagued the state for the last several years. He and a number of others interested in this issue have been convinced that one way to improve it would be to implement a vote by mail. It was gratifying to see that Davis County led the way in doing that. He felt the election was conducted with efficiency and integrity and didn't hear anyone complain about the opportunity to vote by mail.

With respect to the primary election, he said there was a charge leveled at the Clerk/Auditor's Office

that they had tampered with the registration of one voter in particular. That troubled Mr. Irvine because it is pretty irregular. He said he wanted to ask one question on the record: Has there been an inquiry made with respect to that charge and what was determined?

Brian said he was made aware of the allegations and we did investigate, saying we take allegations very seriously. He said that as we looked into it and the procedures we followed to make sure they were in accordance with the law, we put together an explanation from beginning to end. We reviewed it and determined our policies were in accordance with the law. We also took that narration and provided it to the Lieutenant Governor's Office for review to insure that we didn't miss anything. They responded in the affirmative that we had followed all the required statutes and were in accordance with the law as written in the books. Mr. Irvine asked if the response from the Lieutenant Governor's Office office was communicated in the form of a letter or document? Brian answered it was written in the form of an email. Mr. Irvine asked if it is public information and available and if he could read it? Steve answered that it is available if he would like to do that.

Commissioner Petroff asked if we made any changes since that occurred? Is there something we need to change? Brian said that specific issue was a topic of discussion in a legislative meeting with the Clerk/Auditors Association he attended last week. They discussed possible scenarios that could make this work better. We are always looking for ways to make it easier to communicate with the voters and make sure situations similar to what we experienced don't happen. Steve indicated we are working on some ideas to take to the legislature to see if we can get a change that might make it easier for those who are filling out the forms.

Commissioner Millburn said the bottom line is you followed the law. Whether it is how you register or become registered, or exercise the right to vote, there is an element of personal responsibility. You can lead a horse to water, but you can't force him to drink. Whether registering to vote or actually voting, we try to make it as available as possible, but there has to be some confines to that or you will run amuck.

Commissioner Downs said we all have responsibilities, but if we don't keep them, a vote doesn't get counted. If everyone does - we are participating in our government.

Commissioner Millburn said regarding vote by mail, we are never going to make everyone happy. But here is an opportunity to provide the opportunity to vote to as many as possible. There are some that say that doesn't go far enough, that we ought to be utilizing technology and voting by internet, and there are those that are more traditional and would just as soon go back to using a piece of scratch paper and put your check mark in the box. You can't please everybody.

Steve said he had one last response and that is to emphasize that the section of the code that Mr. Irvine is asking about and that Brian has responded to, says that if a box isn't checked, the Clerk SHALL - the word SHALL is in there - and were we to ignore that and not do what that code says, someone could really take us to task because we had not followed the law.

Brian asked if there were any more questions. Mr. Irvine asked how do we maintain quality and control of voter fraud? He thinks once people got into the process, they would realize just how organized it really is. He asked if Brian would touch on some of the safeguards we have in place? Brian answered we have safeguards in place to make sure people don't vote twice. We have polling locations that are open and everyone has a paper ballot. Everything is based upon a voter's history in our voter registration database. Whether we get a vote at a polling location first or we get a by-mail ballot first, whichever arrives to us first, that is the ballot we will be counting. The other one will not be counted and will be investigated. In regard to preventing voter fraud, Brian said a signature is an affidavit and required on every ballot. Our staff has been trained on signature verification. He assured Mr. Irvine that every signature is compared to the signature on the voter's registration as the ballots come in. If the signature doesn't match, we call the voter and ask clarifying

questions.

Curtis Koch, Davis County Clerk/Auditor Chief Deputy Audit/Finance, asked Brian to address our efforts regarding voter education through web media. Brian said we are excited to reach out to our voters through a 2-3 minute informative video on the web about vote by mail. We are also going to be using our election Face Book account to engage the voters and citizens in a different way. We have been working with Davis County’s Information Systems to design a new web page. It will be much easier for voters to find information and interact with us. There will be an invitation on the ballots to take a survey under “Your Opinion Matters” on our website. We want feedback from our voters.

Lewis Garret, Davis County Health Department Director, presented the following:

Amendment
#2009-151A
Freeport Center
Associates to
renew leased
space for
Weatherization
Division

Amendment #2009-151A with Freeport Center Associates to renew leased space at the Freeport Center for the Weatherization Division and the State Weatherization Training Center. The payable contract amount is \$57,072.00 (\$4,756.00/month). Contract period is July 1, 2014 – June 30, 2019. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-297 with
U of U Poison
Control Center
to provide
prevention and
awareness
education

Agreement #2014-297 with the University of Utah, College of Pharmacy, Utah Poison Control Center to provide prevention and awareness education throughout the Davis County Health district. The receivable contract amount is \$2,500.00. Contract period is September 1, 2014 – August 31, 2015. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-298 with
Bonneville
Basin Kennel
Assn for dog
show at Legacy
Events Center

Mike Moake, Davis County Legacy Events Center, presented agreement #2014-298 with Bonneville Basin Kennel Association to rent facilities at Legacy Event Center for a dog show. The receivable contract amount is \$2,440.00. The contract period is September 10-14, 2014. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Jeff Oyler, Davis County Planning Department, presented the following agreements:

Agreement
#2014-299 with
Construction
Materials
Technologies
to provide
inspections of
Kaysville
Library

Agreement #2014-299 with Construction Materials Technologies, Inc. to provide special inspections and construction materials testing services in connection with the construction of the Kaysville Library. The payable contract amount is \$11,878.00. Contract period is through September 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-300 with
Big Brothers
Big Sisters to
receive SSBG
funding for at-
risk youth

Agreement #2014-300 with Big Brothers Big Sisters to receive SSBG funding for operating expenses of educational mentoring services for at-risk youth. The payable contract amount is \$4,000.00. Subgrantee will provide a 25% match. The contract period is July 1, 2014 through June 30, 2015. Commissioner Petroff made a motion to approve. Commissioner Millburn seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-301 with
Family
Connection
Center to
receive SSBG
funding for
Community
Action
Program

Agreement #2014-301 with Family Connection Center, Inc., to receive SSBG funding for operating services of the Community Action Program that provides case management and other crisis services to Davis County residents. The payable contract amount is \$17,000.00. Subgrantee will provide a 25% match. The contract period is July 1, 2014 through June 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-302 with Family Connection Center to receive SSBG funding for crisis nursery services

Agreement #2014-302 with Family Connection Center, Inc. to receive SSBG funding for operating services of the family support program that provides crisis nursery services to Davis County families. The payable contract amount is \$35,000.00. Subgrantee will provide a 25% match. The contract period is July 1, 2014 through June 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-303 with Pioneer Adult Rehabilitation Center (PARC) to receive SSBG funding for adults with disabilities' employment

Agreement #2014-303 with Pioneer Adult Rehabilitation Center (PARC) to receive SSBG funding for operating expenses of the program providing employment support and mentoring to adults with disabilities to find and maintain employment. The payable contract amount is \$13,000.00. Subgrantee will provide a 25% match. The contract period is July 1, 2014 through June 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-304 with TURN Community Services to receive SSBG funding for transportation services for disabled

Agreement #2014-304 with TURN Community Services, Inc. to receive SSBG funding for transportation services of a program providing services to mentally and physically disabled Davis County residents. The payable contract amount is \$5,000.00. Subgrantee will provide a 25% match. The contract period is July 1, 2014 through June 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2014-305 with Utah Legal Services to receive SSBG funding for victims of violence

Agreement #2014-305 with Utah Legal Services to receive SSBG funding for operating expenses of the program providing legal services to Davis County victims of domestic violence. Services are provided at Safe Harbor in Kaysville and the 2nd District Court in Farmington. The payable contract amount is \$4,000.00. Subgrantee will provide a 25% match. The contract period is July 1, 2014 through June 30, 2015. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Request for approval of Financial Policy changes #300, #400 and #410

Curtis Koch, Davis County Clerk/Auditor Chief Deputy Audit/Finance, presented a request for approval of Davis County Financial Policies changes that amend Policy #300 Contracting and Policy #400 Purchasing; and adopts Policy #410 Petty Cash and Change Funds. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye.

Amendment #2013-391A with UT Dept of Corrections to update UDC Minimum Jail Standards Book

Chief Deputy Kevin Fielding, Davis County Sheriff's Office, presented amendment #2013-391A with the Utah Department of Corrections (UDC) to update the Utah Department of Corrections Minimum Jail Standards Book (Fourth Edition: July 1, 2014) and amends the contractor name from "Davis County Sheriff" to Davis County, through the Davis County Sheriff's Office. There is no contract amount. The period of contract is July 1, 2014 – June 30, 2016. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Tabled – DCSO budget change

Commissioner Petroff made a motion to table a budget change with the Davis County Sheriff's Office pending additional information. Commissioner Millburn seconded the motion. All voted aye.

Commissioner Petroff made a motion to convene as the Board of Equalization. Commissioner Millburn seconded the motion. All voted aye.

Approve Property Tax Register

Dale Peterson, Davis County Tax Administration Director, presented the Property Tax Register which reflects 8 corrections, 104 appeals recommended for approval, 6 recommended to be denied. Commissioner Millburn made a motion to approve. Commissioner Petroff seconded the motion. All voted aye.

Commissioner Millburn made a motion to reconvene Commission Meeting. Commissioner Petroff seconded the motion. All voted aye.

Approve
Minutes for
Aug 26 2014 &
Sept 2 2014

Minutes of Davis County Commission Meetings held August 26, 2014 and September 2, 2014 were approved by a motion by Commissioner Millburn. Commissioner Petroff seconded the motion. All voted aye.

Approve Check
Registers

Check registers as prepared by the Davis County Clerk/Auditor’s Office were approved by a motion from Commissioner Petroff. Commissioner Millburn seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

No Commissioner comment.

No public comment.

Meeting adjourned.

Clerk/Audit

Chair